Your street address

City, State ZIP CODE(Use the two-letter state abbreviation)

Date (Write it out all the way—no shortcuts)

Skip a line

Person’s name, Person’s title at the company, if known

Company Name

Company’s street address

City, State ZIP CODE

Skip a line

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: (Be sure to use a colon after the person’s name)

Skip a line

Separate your message into paragraphs that are straight-forward, cohesive, and on-point. When you change paragraphs, keep it in the block style. Hit the <enter> key twice to put in a line of space. Do not indent the first line of your paragraphs when you have an extra line of space.

Skip a line between paragraphs in the body

Make sure you thank the person for his/her time.

Skip a line

Closing, (A business closing might be Sincerely, Respectfully,) (Put a comma after it!)

*Your signature* (Sign your name IN CURSIVE! in black or blue pen) (4 lines)

Your name typed

(4 lines)

Attachment (Include the word **Attachment** and a number in parentheses if you are adding anything besides your letter. For example: Attachments (3) means that the recipient should find three items attached to your letter.)